

Making a Difference for Delaware

Agency Recognition Plan

Department:

Department Head:

Recognition Coordinator:

Address (including SLC):

Telephone Number:

Submission Date:

Plan Description

Types of Awards/Criteria (include award levels and types of awards)

Nomination Procedures (include who is eligible to nominate and who is eligible to be nominated)

Selection Process (include selection criteria used and titles/pay grades of committee members)

Recognition Event(s) (list all events)

Expenditures (list expected expenditures [e.g., amount per employee per year for events, amount for service awards, etc.], and any fundraisers or events planned to raise funds to support the events listed in this plan)

Submission of Plans

Please forward plans electronically, accompanied by an endorsement email from the department head, to the Department of Human Resources for review and approval.

**Please submit forms electronically** to mailto:Tracey.Connolly@delaware.gov

**For Department of Human Resources Use Only**: Plan approved: